

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Computer Training Classrooms in Headquarters Building

FROM:

EXTENSION

NO.

Director of Training and Education
1026 CofCOTE 86-6510 OIT/TRIS

DATE

7 July 1986

LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Information Technology

7/9

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*Given to Bernie
to assign action
7/9/86*

July 3, 1986

OIT/TRIS

LOGGED

OTE #86-6510.

MEMORANDUM FOR: Director of Information Technology

FROM:

Director of Training and Education

SUBJECT: Computer Training Classroom in Headquarters Building

1. OTE is tasked with the responsibility of providing transition training from SAFE 1 to SAFE 2 for as many as DI SAFE 1 users. This training is scheduled to begin in October of this year. Currently we are planning to conduct the bulk of this transition training at the Chamber of Commerce building. Conversations with DI personnel clearly indicate their interest in having the SAFE transition training occur at the Headquarters building, if at all possible.

2. OTE does not have a classroom equipped with terminals in headquarters. However, we do have a Learning Center located in room GF39. We are ready to convert approximately one half of the Learning Center into a classroom with 10 Delta Data terminals and five IBM PCs for SAFE training and other computer skills training as appropriate.

3. OTE has 10 Delta Data terminals and SAFE ports We request your assistance in having these 10 terminals and ports moved to Headquarters by 15 August. The TRNs for this move have been submitted by our ADP Control Officer. We also need your assistance in adding five ports in the Learning Center. We need a total of 15 ports for the 10 Delta Data terminals and the five IBM PCs.

4. I request that you give this the highest priority you can. We are convinced that making SAFE transition training available in the headquarters will be a major enhancement.

C-O-N-F-I-D-E-N-T-I-A-L

27 JUN 1986

MEMORANDUM FOR: Director of Information Technology

VIA: Chief, New Building Communications Program
Office, Office of Information Technology25X1 FROM: [redacted]
Director of Security

25X1 SUBJECT: Network Control Facility Security Manager [redacted]

1. The purpose of this memorandum is to recommend that the key position responsible for the security management of the new secure communications switch be manned by an Agency staff employee. [redacted]

2. The Office of Information Technology, New Building Communications Program Office (NBCPO), and the Office of Security, Information Systems Security Division (ISSD), have had numerous discussions regarding the security of the secure communications switches. One of the topics discussed concerns personnel who will serve in key positions, specifically the Security Manager of the Network Control Facility, System Management and Network Supervisor (SMNS), Secure Switch Segment. This is an extremely responsible and sensitive position. The Security Manager will have access to and be responsible for protecting extremely sensitive security and audit data associated with intra-Headquarters secure communications. At present, it is proposed that contractor personnel, meeting full-staff standards, occupy the Security Manager position. [redacted]

3. Due to the highly sensitive nature of the information contained in the SMNS data base and its critical role in the proper function of the secure switch, the NBCPO and ISSD both agree that the responsibility for this sensitive position should be delegated to Agency staff personnel. [redacted]

4. It is, therefore, recommended that the Office of Information Technology, in planning to staff SMNS, designate the System Manager position as being an Agency staff employee. [redacted]

cc: C/CSD/OC
[redacted]